A Regular Meeting of the Board of Library Trustees was held at the Library on Monday, October 17, 2016 at 7:30 p.m.

Present: J. Randolph Colahan, Chair
Gloria Weinrich, Vice Chair
Peter D’Antonio, Trustee
Lola Nouryan, Trustee
Charles Murphy, Trustee

Also Present: John Delany, Representative of the Village Board
Nancy Minett, Representative of the Friends
Lisa Paulo, Library Director
Joanne Kastalek, Principal Typist Clerk

1. **Call to Order:**
Trustee Colahan called the Meeting to order at 7:30 p.m.

2. **Pledge of Allegiance:**
The Pledge of Allegiance was led by Trustee Murphy.

3. **Approval of Agenda:**
Trustee Weinrich moved approval of the Agenda; Trustee D’Antonio seconded and the motion was approved unanimously.

4. **Report from Representative of the Village Board:**
Trustee Colahan reported that Trustee Delaney had to attend another meeting, as a result his report was moved up on the Agenda.

   Trustee Delany reported that at the next Village Board meeting many local laws will be changed. Those areas are: alter the term of the Village Clerk from two years to one year; have the Recreation and Parks Department add weeding to their duties; enforce the code of law on invasive bamboo; modify the Village code on wireless communications; amend the local zoning law on Ring Road to allow a Marriott’s Residence Inn to be built. Budget season is approaching shortly.

Trustee Delany exited the meeting at 7:44 p.m.

5. **Public Comments on Agenda Items:** (Limited to 5 Minutes Each)
None.
6. **Report from Representative of the Friends:**
Nancy Minett reported that the Friends Board met September 21, 2016. Some items discussed were: approval to fund the purchase of museum passes to the NY Historical Society, Museum of Modern Art, Children’s Museum and the Vanderbilt Museum; publicize how Friends’ membership contributions fund the museum passes and other programs; November 5th is the next Book Sale; Steve Tobias who shows the Monday movies is seeking a co-volunteer as Steve Sanossian retired. Ms. Minett reported that she meets with Library Director Paulo on a monthly basis. Ms. Minett will meet with the Young Adult Librarian, Laura Giunta, to introduce herself to the YA volunteers. Last year’s membership figures were over 400, this year it is over 200, but the donation amount of money is similar. The Friends newsletter will be going out soon.

7. **Minutes Regular Meeting of the Board of Library Trustees:**
Trustee D’Antonio moved approval of the Minutes, as read, for the Regular Meeting of the Board of Library Trustees, September 12, 2016; Trustee Weinrich seconded and the motion was approved unanimously.

8. **Correspondence:**
Staff meeting reports and patron comment sheets were discussed.

Trustee Colahan moved approval to revise the Library Boards’ motion of the September 12, 2016 Library Board meeting – moved approval to purchase a particular scanner as seen at the Darien Library – with a new motion: moved approval to rescind the vote to purchase a particular scanner as seen at the Darien Library and for the Director to conduct further review of costs. The Director is to report back to the Library Board; Trustee D’Antonio seconded and the motion was approved unanimously.

9. **Decision Items:**

9.1 **Financial Reports:**
Trustee D’Antonio moved approval of the August financials and September preliminary financials; Trustee Murphy seconded and the motion was approved unanimously.

9.2 **Abstract of Claim Vouchers to be paid List No. 16-10**
Trustee Murphy moved approval for Abstract of Claim Vouchers to be paid in the amount of $196,238.98, List No. 16-10; Trustee Nouryan seconded and the motion was approved unanimously.

9.3 **Approval for Blood Drive January 26, 2017:**
Trustee Murphy moved approval for the Library to host the New York Blood Center’s blood drive in the Library on January 26, 2017; Trustee Nouryan seconded and the motion was approved unanimously.

9.4 **Approval for Adelphi Breast Cancer Support Program to Have a Table in the Lobby:**
Trustee Weinrich moved approval for the Adelphi Breast Cancer Support Program to have a table in the lobby to hand out materials and program information; Trustee Murphy seconded and the motion was approved unanimously.
10. **Discussion Items:**

10.1 **Director's Report:**

Monthly and year-to-date usage of the Library by patrons in all measurable categories was discussed.

Library Director Paulo reported that the audit continues with the Village and the Library; the elevator’s electrical upgrade will be done in the next two weeks followed by ThyssenKrupp’s return to finalize their work; eBooks are on the rise.

10.2 **Director's Report Narrative:**

**September 2016**

- Attended a Village Board of Trustees Meeting on Thursday, September 8th.
- Participated in a Board Conference call for the Public Library Section of NYLA on September 13th.
- Met with Village Administrator Ralph Suozzi on Wednesday, September 14th.
- Held a Staff Meeting on Tuesday, September 20th.
- Met with Friends of the GC Library President, Nancy Minett, on Wednesday, September 21st.
- Attended Friends of the Library Meeting on Wednesday, September 21st.
- Attended a Village Employee Recognition Luncheon at the Senior Center on Tuesday, September 27th.
- Work is progressing nicely on the elevator.

**Building and Grounds**

- The interior automatic door was not operating. After the Village Maintainer checked the batteries, Tri-State Automatic Door/Nabco was called. The technician found that the push plate needed to be replaced. He completed the repair – (9/1) (Library)
- ABS Pump did a visual inspection of the raw sewage system. The technician recommended a more detailed look at the mechanical motors. He returned to perform that inspection. The ejector pumps were operating well and the drains in the lower level hallway were all clear – (9/9, 9/23) (Village Hall)
- Inter-County Mechanical replaced the Heating Coil in the HVAC system. The technicians removed the rotted coil, installed the new one, reconnected duct work and restarted the unit – (9/12, 9/13) (Village Hall)
- The Village Maintainer met with a representative from Aqua Tech to discuss testing the water in the Water Tower. The technician set up a pump for water treatment. The Village Maintainer will test the water once a week while the AC is in operation – (9/16) (Village Hall)
- ThyssenKrupp was here continuously throughout the month installing the elevator. We are now waiting for electrical work to be done. Once that is completed ThyssenKrupp will perform the Load Test which is the final step – (Village Hall)
10.3 **Elevator Status:**
Library Director Paulo reported that Village Administrator Ralph Suozzi is confident that the elevator project will be completed by November 1st.

10.4 **Crosswalk Survey:**
Trustee Colahan moved approval to petition a request to the Village Traffic Commission to create a crosswalk directly in front of the Library’s entrance and going across Seventh Street. The Library is currently conducting a survey of patrons on this issue. The purpose of the petition is to enable people crossing from the other side of the street not to have to go to the Garden City Hotel crosswalk or the corner of Hilton and Seventh. The current survey is to be continued for an additional week after which a letter will be prepared to Village Trustee Silver and the Traffic Commission; Trustee Weinrich seconded and the motion was approved unanimously.

10.5 **Proposed Consultant’s Plan to Inventory and Phase-in the Library’s Reconfiguration Design:**
Deferred to Executive Session.

11. **Committee Reports:**
11.1 **Budget Committee:**
Trustee D’Antonio reported that the budget presentation begins in January.

11.2 **Audit Committee:**
Previously discussed.

11.3 **Building Committee:**
Trustee Murphy reported that the building and grounds look good.

11.4 **Community Relations Committee:**
Trustee Weinrich reported that a friend of the author, John Duvall, donated his Christmas book to the Library titled *The Great Spruce*. She also had lunch with a representative from New York State United Teachers (NYSUT) who suggested the Library participate in the NYSUT/AFT Leaders for Literacy Program – this program offers free books to Title I schools and agencies. Trustee Weinrich shared information with Nancy Minett regarding West Hempstead Library’s garage sale fundraiser held in their parking lot.

Trustee Weinrich moved approval to follow up on NYSUT’s free book program; Trustee Colahan seconded and the motion was approved unanimously.

11.5 **Personnel Committee:**
Deferred to Executive Session.

12. **Other Business:**
None.
13. **Public Comments on Library Related Matters:** (Limited to Five Minutes Each)
   Trustee Colahan recognized the following:
   
   Cyril Smith, Garden City resident

14. **Next Meeting Date:**
   The next Regular Meeting of the Board of Library Trustees is scheduled for Monday, November 14, 2016 at 7:30 p.m.

15. **Executive Session:**
   Trustee Weinrich moved approval that the Meeting enter Executive Session to discuss specific budget and personnel issues; Trustee Nouryan seconded and the motion was approved unanimously.

   The Meeting entered Executive Session at 8:55 p.m.

   Trustee D’Antonio moved approval that the Meeting exit Executive Session; Trustee Murphy seconded and the motion was approved unanimously.

   The Meeting exited Executive Session at 9:45 p.m.

   Trustee Weinrich moved approval to revise the Library Board’s motion of the August 12, 2016 Library Board meeting – moved approval for a promotional title for Joanne Kastalek from Senior Typist Clerk to Principal Typist Clerk with a salary increase of 3% – with a new motion: moved approval for a promotional title for Joanne Kastalek from Senior Typist Clerk to Principal Typist Clerk with a salary increase to reflect the Principal Typist Clerk’s pay schedule; Trustee Nouryan seconded and the motion was approved unanimously.

16. **Adjournment:**
   There being no further business to discuss, Trustee Nouryan moved approval to adjourn the meeting at 9:48 p.m.; Trustee Murphy seconded and the motion was approved unanimously.

   Respectfully submitted,

   Joanne Kastalek
   Principal Typist Clerk

   Approved:
   November 14, 2016